DOCUMENT RESUME

ED 332 698 IR 052 659

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TITLE ERIC Instructional Guide for Use of the Dialog OnDisc Version of ERIC on CD-ROM .
INSTITUTION Wayne State Univ., Detroit, Mich. Univ. Libraries.
PUB DATE Oct 88
NOTE 3p.
PUB TYPE Guides - Non-Classroom Use (055)

EDRS PRICE MF01/PC01 Plus Postage.
DESCRIPTORS Academic Libraries; Citations (References); *Databases; Guidelines; Higher Education; *Online Searching; *Optical Data Disks; Search Strategies; Thesauri
IDENTIFIERS *Dialog; *ERIC

ABSTRACT

This two-page paper is an instructional guide for the use of the DIALOG OnDisc version of ERIC on CD-ROM in a university library. It is noted that the computer with which the guide is to be used provides access to citations of documents and journal articles in the ERIC database from 1980 to the present. Instructions are provided in a sequential, step-by-step fashion for use of the system beginning with initiating a new search and ending with printing the desired records. (CGD)

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COMPUTER SEARCH SERVICES
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ERIC

[Instructional Guide for Use of the Dialog OnDisc Version of ERIC on CD-ROM]

Patricia D. Lynn

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This computer provides access to citations of documents and journal articles in the ERIC database from 1980 to the present. In order to use this system, read the instructions below.

From the *Select Main Activity Menu* (below, left), choose **Begin a New Search**. Use the vertical arrow keys to highlight this option, then press enter. The *Search Options* menu (below, right) will then appear.

Select Main Activity
Begin a New Search (clears existing search)
Database Description Help
Review Search Helps
Quit Easy Menu Mode

Search Options
Word/Phrase Index
ERIC Subject Headings
Author Name
Title Words
Journal Name
Year of Publication
Additional Search Options

To search by subject, highlight **Word/Phrase Index** when using non-descriptor vocabulary words, or **ERIC Subject Headings** when using ERIC descriptors, and press enter. (For a list of descriptors, or assigned subject headings, see the **ERIC Thesaurus** near the ERIC terminal or at the reference desk).

Word/Phrase Index	Records	Related terms
Type first few characters of Search Term		
	0 Entries Selected 0 Records Found	

F1-Help Esc-Prev Menu

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY
Patricia D. Lynn
TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

At this point, type in your subject heading or word/phrase. Here type: CONTENT AREA READING. As you type, an alphabetical list of subject words will appear. After you have typed your subject, the highlight bar should be over the subject term you typed if it is in the list. The number of records for each word or subject heading is listed to the right of the respective term.

Press **enter** to select the records under your highlighted heading. An asterick will then appear to the left of your term. (The vertical arrow keys will allow you to move to other terms which you may also select by pressing enter.) Also, note that once you press enter to select a term, the highlight bar

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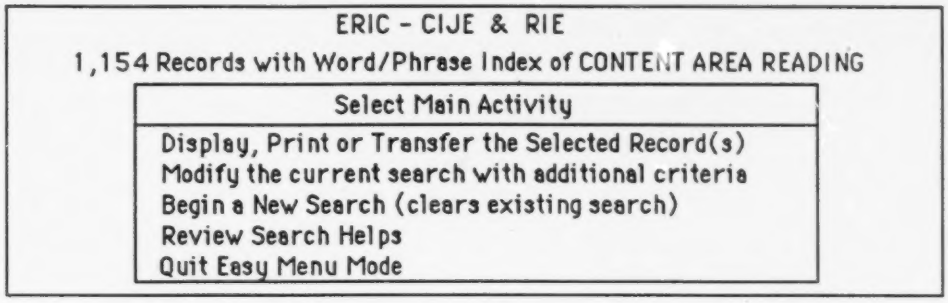
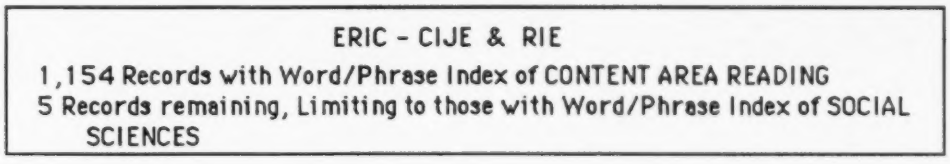
automatically moves down to the next search term. After selecting the term(s) desired, press **F10** to isolate these records from the remainder of the database.

The next screen will tell you how many records you have retrieved. The *Select Main Activity* Menu, will be listed below these results.


ERIC - CIJE & RIE
1,154 Records with Word/Phrase Index of CONTENT AREA READING
Select Main Activity
Display, Print or Transfer the Selected Record(s)
Modify the current search with additional criteria
Begin a New Search (clears existing search)
Review Search Helps
Quit Easy Menu Mode

In order to further refine your search to citations on CONTENT AREA READING in the SOCIAL SCIENCES, highlight **Modify the current search with additional criteria** on the *Select Main Activity Menu.* On the *Modify Existing Search* menu which then appears, select **Limit with additional concepts or terms.**You will again see the *Search Options* menu. As stated above, highlight either **Word/Phrase Index** or **ERIC Subject Headings** and press enter.

Now enter you second search concept: SOCIAL SCIENCES. Press **enter** when the subject heading is highlighted. Press **F10** to process your second search statement. The results of your search, in this example five records, will then appear:


ERIC - CIJE & RIE
1,154 Records with Word/Phrase Index of CONTENT AREA READING
5 Records remaining, Limiting to those with Word/Phrase Index of SOCIAL SCIENCES

To see these five remaining records, select **Display, Print or Transfer the Selected Record(s)** on the *Select Main Activity* menu at the bottom of the screen.

On the *Specify Display Format* menu which then appears, select the option desired. **Complete Records** will display the bibliographic citation (author, title, source, date) and an abstract. After you highlight an option and press **enter**, the first of the retrieved citations will be displayed. Page through the citations found using **pgdn**.

1 of 5 Complete Record
EJ249027 JC502580
Back to the Basics: Teaching Reading Skills to Social Science Students.
Beyer, Barry K.
Community College Social Science Journal, v3 n2 p14-19 Win 1980....

To **print** the currently displayed record, only press **F8**. A menu will appear. Select your PRINT option, and press enter. To print several selected records press **F7,** type the numbers of those citations desired, and press enter. Then press **F8** and choose to print all selected records.